

# Using Google Docs

## Getting Started

1. Go to google.com
2. Click on Gmail (near top of screen)
3. Type in username and password for this project and click Sign In  
(be sure they are spelled correctly! Note: “environment has an “n” before the “m”)
  - Username = fortcherry.amos
  - Password = environment
4. Click on Documents (near top of screen)
5. Click Create New and select Presentation
6. When the new window opens, click File and Rename
  - If it doesn't let you rename it right away, you may have to temporarily allow scripted windows by clicking the yellow bar near the top of your screen and choosing that option. Then try rename once again.
7. Enter both of your names as the new title and click OK
8. Now you and your partner can actually work simultaneously on two different computers to enter the information for your presentation once you each open your file again
9. When you are finished for the time being, be sure to select **Save** and close
10. Below are some helpful hints to help you along the way

## Inserting pictures

- In a new window, open Google and click on Images
- Search for a picture/diagram
- When you find one you like, click on it, and then click on it in the next screen as well
- Copy the web address that appears in the top of your window
- Go back to your presentation and click on Insert Image
- Select “Specify an image URL” and paste the URL address in the box below
- Click OK and your picture should appear in the slide

## Backgrounds

- Right click and select Change Background
- To change to color, click on the drop down menu and choose the color you want for the background of your slide or entire presentation and click save
- To have a picture/diagram as the background:
  - See the first three steps under inserting a picture to search google
  - Instead of then copying the web address this time, right click on the enlarged picture and click Save As (remember where you save it!)
  - Go back to your presentation and right click, choose Change Background, and then Insert Image. Click on Browse
  - Once you find the picture you saved, double click on it and then click save
- Themes
  - Note: Themes are applied to every slide (backgrounds are for one slide at a time)